

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Golf Professional / Clubhouse Manager Revision Date: 07/2006
EEO Function: Parks & Rec
EEO Category: Admin
Status: Exempt (Admin)
Control No: 30871

II. Summary Statement of Overall Purpose/Goal of Position:

Under the Direct supervision of the Director of Golf Operations and the general supervision of the Parks & Recreation Director, responsible for promoting the game of golf through an operational structure that provides for a first class golf experience at the River Oaks Golf Course.

III. Essential Duties

- Oversee the Clubhouse and North Range operation
- Supervise golf cart operations
- Oversee the reservation system, starting and monitoring of play
- Develop and manage a tournament program
- Assist in the marketing and promotion of River Oaks
- Responsible for enforcing all golf and club rules
- Introduce new players to River Oaks Golf Course
- Submit weekly round reports
- Register all guests and charge appropriate rates
- Supervise and schedule golf shop personnel, course hosts, volunteers and marshals
- Assist in the preparation of budgets, including forecasting and review of all golf revenue and clubhouse expenses on a daily, weekly, monthly and annual basis
- Coordinate all purchasing in compliance with code, including soliciting and receiving bids
- Assist with recruitment, hiring, training and supervision of staff including assistant and teaching professionals, outside assistants, starters, rangers and volunteers.
- Maintain close working relationship with Superintendent and other division employees
- Assist in maintaining a profitable merchandise concession that is consistent with patron demographics and needs
- Assist with cash and system controls to ensure the safekeeping of assets, inventory and resources
- Assist in publication of newsletters, informational and promotional materials

IV. Qualifications

Education: High school diploma or equivalent; Bachelors degree preferred in area of business or Commercial Recreation.

Experience: Minimum of 3 years administering and supervising golf operations, clubhouse management and golf instruction.

Certificates/Licenses: Preference given to applicants who are current "class A" members of the Professional Golf Association. Proof required at the time of application. Must possess a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc. Staffing and personnel supervision of golf shop; all golf operations at the club including carts, bag room, locker room, tournaments, and merchandising; establishing teaching programs at the club. Direct responsibility for one Assistant Pro, numerous temporary seasonals employees and volunteers.

Communication Skills: Ability to furnish and obtain information from staff ; contact with others requiring tact and judgment to avoid friction; frequent contact with the public; inform department employees about events, policy changes, and other department related programs.

Tool, Machine, Equipment Operation: Regular use of telephone, computer, copy and FAX machines, calculators, golf equipment and vehicles.

Knowledge of: Principles of management and budgeting; goals and objectives of golf course operations and clubhouse management; CPR, blood borne pathogens, MSDS & OSHA requirements, ADA laws, facility management; correct English usage, spelling and vocabulary. Training and staff development in golf operations, teaching and customer service. Familiarity of governmental administration including budgeting, spreadsheets, computers and feasibility analysis. Familiarity with general personnel law, practices and management, including safety procedures and risk management, and effective working relationships with employees and citizens.

Analytical Ability: Organize, delegate, and establish meaningful goals, establish effective working relationships with other employees; apply complex; work independently with little supervision; requires a well developed sense of strategy and timing.

V. Working Conditions

Generally comfortable working conditions with some field work in supervising staff and programs; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/weekend and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts. Exposure to various weather conditions.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ Date: _____

PERSONNEL DEPT. APPROVED BY: _____ Date: _____